

**STUDENT CAREER EXPERIENCE PROGRAM AGREEMENT
BETWEEN
U.S. ARMY CORPS OF ENGINEERS, LOUISVILLE DISTRICT
AND
KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM**

This agreement is the basis for developing mutual understanding and respective responsibilities between the U.S. Army Corps of Engineers, Louisville District and Kentucky Community and Technical College System in the employment of Student Career Experience Program students or as they are more commonly called Cooperative Education students. The Student Career Experience program is a planned, progressive education program that provides for the integration of a student's academic studies and federal work experience with the potential of non-competitive conversion into the Federal career service. It is consistent with guidance contained in 5 CFR 213.3202 and the U.S. Army Corps of Engineers policy.

A. Student Eligibility

A prospective Student Career Experience Program Student must:

1. Be at least 16 years old;
2. Be a U.S. citizen or national;
3. Meet the Corps of Engineers' policy on nepotism;
4. Meet security and fitness requirements.

B. Selection

Candidates must meet the following requirements for Appointment:

1. Are enrolled in and recommended by the college;
2. Are in good academic standing;
3. Meet qualification standards of the position.

A Student Career Experience Program student is appointed on a Schedule B 213.3202 appointment, which may not extend beyond 120 calendar days after satisfactory completion of educational and

study-related work requirements.

C. Pay and Benefits

1. Students are paid in accordance with established pay schedules.

2. Students are eligible for retirement, life and health insurance, annual, sick and holiday leave.

D. Work Schedules

1. Student work experience will be planned consistent with the student's academic studies or career goals and be designed to meet the minimum study-related work hours required for conversion.

2. Work schedules may be full-time or part-time, either alternating with periods of study or concurrent with periods of study.

3. Part-time students must work a minimum of 16 hours per week with at least a 1/2 time academic courseload.

E. Performance Appraisal

1. Co-op students will receive performance appraisals under the Department of Army Performance Appraisal system. Results may be shared with representatives of the college.

2. If a student's performance falls below Fully Successful, he/she may be given an opportunity to improve or will be separated from the program.

3. Students who fail to meet academic or other requirements for enrollment in the college will have their employment terminated.

F. Employment After Completion of Student Career Experience Program Requirements

1. Within 120 calendar days after completing educational requirements, the employing agency may non-competitively promote and convert a student to a career or career conditional appointment;

2. Students must have satisfactorily completed study-related work hour requirements of the Federal Student Career Experience Program -- that is, 640 work hours.

3. Trainees disqualified from continuing in the Student Career Experience Program must be terminated.

Full consideration will be given to all applicants without regard to race, color, creed, religion, national origin, sex, age, disability or political or personal favoritism.

**KENTUCKY COMMUNITY AND
TECHNICAL COLLEGE SYSTEM:**

K. Baird

signature

Chancellor

title

30 March 2001

date

FOR THE LOUISVILLE DISTRICT:

JAMES M. CRITTENDEN

signature

Ch, Civ Personnel Adv Center

title

3 April 2001

date

RESPONSIBILITIES

U.S. Army Corps of Engineers, Louisville District:

1. Designate a staff member to maintain liaison with the college.
2. Inform the college of student career experience program employment opportunities and provide adequate job descriptions.
3. Establish work schedules consistent with the college's academic calendar.
4. Orient new student employees to the District mission, policies and procedures.
5. Select appointees referred by the college in accordance with EEO principles.
6. Process all personnel actions and maintain necessary records related to student employment.
7. Provide quality work assignments related to students' academic studies or career goals where they can learn and be productive. Provide progressive and diversified work assignments for occupations in which they have an interest.
8. Appraise and counsel students regarding their work performance; complete necessary forms, and share progress reports with the college.
9. Notify the college of any change in co-op student's employment status.

Kentucky Community and Technical College System:

1. Designate a representative to work with the District Student Career Experience Program Manager.
2. Inform eligible students of student career experience program opportunities with the Louisville District.
3. Refer interested, qualified candidates without discrimination including veterans discharged under honorable conditions.
4. Correlate work and study in a manner that will expand student's educational development.
5. Furnish requested information related to student's field of

study and academic standing.

6. Monitor academic progress.

7. Inform the Louisville District of any change in a Student Career Experience Program student's status including reports on a student's progress and performance.

Student Career Experience Program Employees:

1. Adhere to employer's work schedule and student career experience program policies and procedures.

2. Assume personal and professional responsibilities for actions and activities.

3. Use a courteous, enthusiastic and professional approach to policies and procedures within the occupation and organization.

4. Meet academic, performance and conduct standards set forth by the school and the federal student career experience program.

5. Provide employer and school Student Career Experience Program Coordinator with periodic progress reports and the quality of work and study assignments.

6. Work effectively with peers and supervisors.

7. Notify the school and employer of changes in your status.

Student's Signature

Date